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**Beth Melton, Mark Dodge, Echo  
Swinford, Ben Schorr**



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**Microsoft Office 2019 Inside Out** Joe Habraken, 2018-11-19 Conquer Microsoft Office 2019 from the inside out. Dive into Microsoft Office 2019 and really put its productivity tools and services to work. This supremely organized reference packs hundreds of timesaving solutions, tips, and workarounds all you need to make the most of Office's most powerful tools for productivity and decision making. Renowned Office expert Joe Habraken offers a complete tour of Office 2019 and Office 365 with cutting edge techniques and shortcuts for Word, Excel, PowerPoint, Outlook, Publisher, online Office apps, and more. Discover how experts tackle today's key tasks and challenge yourself to new levels of mastery. Create amazing content faster with Office's new features, tools, and shortcuts. Share, collaborate with, and secure Office files in the cloud. Organize, edit, and format complex documents with Microsoft Word. Build tables of contents, captions, indexes, and footnotes that automatically update. Efficiently enter and manage data in Excel workbooks and format it for easy understanding. Build flexible, reliable Excel workbooks with formulas and functions. Integrate data from external sources including web tables, text files, and more. Transform data into insight with Excel charts, Sparklines, and PivotTables. Quickly create presentations with PowerPoint themes. Reuse Slides and Libraries. Build more impactful slides with advanced formatting, SmartArt, animation, transitions, and multimedia. Use PowerPoint 2019 tools to present more effectively both in person and online. Systematically improve email productivity and security with Outlook 2019. Manage appointments and tasks and quickly plan meetings.

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Study Guide - Microsoft Office Specialist: PowerPoint (Office 2016) - 77-729 Anand Vemula, The Microsoft Office Specialist PowerPoint Office 2016 77 729 study guide provides comprehensive preparation for the certification exam focusing on essential skills and tasks within PowerPoint 2016 The guide covers various key areas including creating managing and customizing presentations It emphasizes the ability to modify slide layouts themes and master slides and to configure presentation settings like slide size and orientation It also addresses how to import Word outlines and slides into PowerPoint for seamless integration of content The guide goes deeper

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